

**Contra Costa County Advisory Council on Aging
Membership/Nominating Committee Minutes
Wednesday, May 19, 2021**

Call to Order: Chair, Jennifer Doran called the meeting to order at 11:30 am

Present: Jennifer Doran, Nuru Neemuchwalla, Jim Donnelly, Nancy Leasure, Rudy Fernandez

Absent: Gail Garrett, Susan Frederick (LOA)

Staff: Anthony Macias

Public Comment: This month's general ACOA meeting was very good.

Approval of Today's Agenda: Add moving Rhoda Butler out of waitlist to MAL#3; Nancy motioned to approve with addition, Rudy motioned second, all approved.

Approval of April 2021 Minutes: Motion for approval by Rudy, seconded by Nuru; minutes approved with no changes.

ACOA Quorum/Attendance of ACOA Meetings, Committees & Workgroups

- Quorum to day met with 25 members present.
- Attendance Tracker: Fran Smith has not been attending workgroup meetings. Missed three legislative WG meetings. Jennifer to reach out to her.
- MAL #3 is now vacant
- Motion to move Rhoda Butler out of waitlist to fill MAL# 3
- Motion to approve Rhoda Butler to fill MAL#3 by Jennifer, Nancy motioned second, unanimously approved.
- Waiting List: Kacey Carterelliott
- New Membership Applications: Michael Werner; Chih-Ming "Leo" Tseng; Dale Harrington
- New Members /Buddy Update: No update
- Resignations: Greg Wanket, city of Martinez rep, to resign effective May 31, 2021.
- LOA Requests: LOA from Lorna (May) and Penny (June) and Susan (May). Is an LOA needed for only one meeting absence. An email will suffice and is acceptable. Then it will go to executive committee, do not need the form.
- ACOA Orientation update: All new members at this time attended orientation. Will hold next new member orientation in July.
- Membership Requirements update: all in good order
- Brown Act Requirement update: all in good order

Development of recruitment plan – Group

Ongoing recruitment activities, or specific times of the year; sending letters or flyers; Reach specific areas; quarterly review of recruitment goals and then see if further outreach is needed. Jennifer will write something about a plan.

City Seat Recruitment issues: Jennifer Doran

City websites are not well maintained and difficult to find information;

Only could find some with boards and commissions;

received email from Carlyn Oblinger of Concord city council and she will have ACOA listed on their board/city website;

San Pablo is having difficulty recruiting a member and Edith Figueroa, employee of city of S.P. has been attending ACOA meeting;

Kacey Carterelliott is in contact with city of Pittsburg about their seat.

California Commission on Aging announcement and qualifications – Jim Donnelly

A couple of potentials but will need to talk with Tracy and new AAA program manager about this.

E-C Action Items? Approval of Rhoda Butler for MAL#3 and LOA's

Items for June 2021 Meeting: Interview of two new applicants.

Public Comment: None

Adjournment 1:00pm